

Job Posting & Description

Position: Chief Trial Deputy

Department: Jefferson-Switzerland County Prosecuting Attorney's Office

315 ½ East Second Street

Madison, Indiana 47250

Salary: Statutory State Salary + extra from county

Starting: January 1, 2007

Essential Duties: Reviews investigations and police reports for felony cases.

Files criminal charges and represents the State of Indiana during

criminal proceedings, such as initial hearings, pre-trial

hearings, suppression hearings, jury and bench trials,

sentencing hearings and probation revocation hearings.

Provides consultation to law enforcement and assists them

in obtaining search warrants. Serves on a 24-hour call

rotation for law enforcement questions/consultation.

Performs related duties as assigned.

Job Requirements: Licensed to practice law in the state of Indiana and a

Doctorate of Jurisprudence from an accredited law school.

Prior prosecution and felony jury trial experience.

Highly skilled at oral and written communication.

Ability to work evenings and weekends, as necessary.

Ability to serve on 24-hour call rotation and respond

decisively in a short period of time.

Possesses a valid driving license.